

**PART 5308—REQUIRED SOURCES OF SUPPLIES AND SERVICES**

**TABLE OF CONTENTS**

<u>Paragraph</u>	<u>Title</u>	<u>Page</u>
<b>SUBPART 5308.7—ACQUISITION FROM NONPROFIT AGENCIES EMPLOYING PEOPLE WHO ARE BLIND OR SEVERELY DISABLED</b>		<b>8-1</b>
5308.705	Procedures. ....	8-1
<b>SUBPART 5308.8—ACQUISITION OF PRINTING AND RELATED SUPPLIES</b>		<b>8-2</b>
5308.802	Policy.....	8-2
5308.890	Technical Order (TO) printing. ....	8-2
<b>SUBPART 5308.70—COORDINATED ACQUISITION</b>		<b>8-3</b>
5308.7002	Assignment authority. ....	8-3

PART 5308—REQUIRED SOURCES OF SUPPLIES AND SERVICES

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## **PART 5308—REQUIRED SOURCES OF SUPPLIES AND SERVICES**

### **SUBPART 5308.7—ACQUISITION FROM NONPROFIT AGENCIES EMPLOYING PEOPLE WHO ARE BLIND OR SEVERELY DISABLED**

#### **5308.705 Procedures.**

(a) Initial contacts by a workshop with a contracting office are generally to obtain information to use in determining whether or not it can produce a commodity or perform a service. These contacts can occur at any time and alone are not sufficient to suspend planned purchasing actions. This determination is made by the contracting activity after discussions with the Committee staff based on the procurement milestones and the Committee staff's estimate of when the item will be submitted to the Committee for its decision on the inclusion of the item on the Procurement List.

(b) Once a requirement has been identified as a candidate for addition to the Procurement List, the following steps are taken:

- (1) The contracting office identifies the requirement, working with the workshop and the central nonprofit agencies (CNAs), National Industries for the Blind (NIB), or the National Industries for the Severely Handicapped (NISH);
  - (2) The CNA requests the Committee staff to assign the requirement to a workshop for development;
  - (3) The Committee staff assigns the requirement to the workshop for development. The contracting office provides the workshop with a copy of the performance work statement (PWS) and applicable wage determination;
  - (4) The CNA helps the workshop develop a proposal;
  - (5) The CNA submits a pricing proposal concurrently to the contracting office and to the Committee staff for review;
  - (6) The Committee staff publishes a notice of intent to add the requirement to the Procurement List in the Federal Register. The contracting office is asked to comment on the price and perform a plant survey;
  - (7) The Committee staff reviews the price and informs the CNA of the results of the pricing reviews and plant survey;
  - (8) The CNA prepares a complete justification to the Committee staff, recommending addition to the Procurement List;
- and

(9) The Committee staff prepares an industry impact statement and submits a vote letter to the Committee members. When approved, the addition is published in the Federal Register and the procuring activity and the CNA is notified.

(c) If an existing contract has options, the contracting officer shall not forego the right to exercise such options in the interest of adding the service to the Procurement List.

(d) A workshop may have been assigned an item by the Committee staff, but it has not been added to the Procurement List by the time the solicitation is ready for release. In this event, the contracting officer shall contact the Committee staff and inform it of the intent to release the solicitation and provide the intended release date. The Committee staff will provide the status of its processing for the item. If a Committee decision is not expected by the intended release date, the contracting officer shall determine, based on the information received from the Committee staff, whether or not to delay issuance of the solicitation. Common sense shall be exercised in these instances; however, the contracting officer's judgment shall prevail in these cases.

(e) If the Committee staff indicates that it is in the final stages of processing the item for addition to the Procurement List, a solicitation shall not be issued without prior approval of SAF/AQCO.

(f) Certain additional factors are relevant when a cost comparison under AFP 26-12 is involved in determining whether or not a service will be purchased. In such cases, the in-house estimate shall be prepared and sealed prior to receipt of the workshop pricing data. Once the sealed in-house estimate is received, the procuring activity shall inform the CNA who will forward the workshop pricing package concurrently to the Committee and the procuring activity. The workshop pricing package shall cover the period plus two additional years. The Committee staff will discuss the package with the procuring

## PART 5308—REQUIRED SOURCES OF SUPPLIES AND SERVICES

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activity and obtain its concurrence or nonconcurrence. The proposed action is then processed by the Committee staff for a decision by the Committee. If the Committee approves the addition, the staff will transmit to the procuring activity a “Notice of addition” which includes the approved prices. The cost comparison shall not be made until after receipt of the notification that the item has been added to the Procurement List. If the cost comparison results in retention of performance in-house, the Committee price has no consequence. If the resultant decision is to contract for performance, the contract shall be prepared and transmitted to the workshop for performance.

(g) Workshops are not currently authorized to participate in small business set-aside acquisitions, since they are non-profit and do not meet the definition for a small business.

### SUBPART 5308.8—ACQUISITION OF PRINTING AND RELATED SUPPLIES

#### 5308.802 Policy.

(b) The Directorate of Information Management (SAF/AAIP) is the central printing authority. Policy is published in AFI 37-162. Contractors are not authorized to accomplish printing intended primarily for use by the Air Force. Therefore, contracting officers, through the Command Information Managers (CIM) shall obtain approval from SAF/AAIP prior to contracting for any printing, related supplies, and equipment. This includes contracts that require a contractor to operate Air Force owned printing equipment.

#### 5308.890 Technical Order (TO) printing.

(a) When requirements for development of contents and preparation of TOs are to be included in a contract for supplies and services, the contracting officer shall determine whether an authorization is necessary to permit inclusion of a requirement for composition (defined in AFR 6-1, paragraph 4-3) in the contract. If an authorization is required, the contracting officer shall ensure that such authorization has been obtained and that the authorization number is included in the AFAD 71-531 series exhibits before inclusion of a requirement for these processes in the IFB, RFP, or contract.

#### (b) Requesting printing support.

(1) Immediately following contract award, the contracting officer shall request that printing support be provided. The request shall be made to SAF/AAIP through the CIM. The request shall include the printing specifications and estimated annual requirements for the life of the contract. The CIM, as further delegated, will prepare a requisition (SF 1) for term printing contract and submit detailed specifications to SAF/AAIP. The CIM will arrange for the GPO to establish a printing contract with a commercial printer, normally through the Regional Procurement Office serving the vicinity where the contract for supplies or services will be performed. Approximately 120 days will be required to establish a printing contract.

(2) Upon being informed that a printing contract has been awarded by the GPO, the CIM will obtain initial distribution decks (mailing labels) and quantity requirements, issue instructions for preparing the GPO Form 2511 (print order form for placing orders against GPO printing contracts), and request funds to support projected printing requirements.

(3) The contractor responsible for supplies or services shall deliver the package of manuscripts, illustrative material, lithographic negatives or camera-ready copy (if supported by a JCP authorization), etc., as required for printing of TOs to the cognizant Government quality assurance representatives (QAR). The QAR shall inspect and accept (or reject) the package for the Government. If rejected, the package shall be returned to the contractor for correction and resubmission.

#### (c) Funding.

(1) Before issuing orders against GPO printing contracts, evidence that funds are available to support print orders must be present. The Government representative responsible for monitoring these funds shall ensure that estimated dollar values of print orders issued do not exceed the value of funds obligated for this purpose.

(2) Funding adjustments shall be accomplished by the funding activity upon receipt of the GPO Form 400D, Invoice.

(d) The GPO is responsible for Government inspection and acceptance of the printed matter and assurance that distribution is according to instructions in the printing contract and print order. Reproducibles and/or negatives shall be returned to the contractor who prepared them for storing and updating, or as otherwise instructed by the contracting officer.

**SUBPART 5308.70—COORDINATED ACQUISITION**

**5308.7002 Assignment authority.**

(a)(4) Heads of contracting activities or their designee are authorized to enter into continuing agreements with other Department of Defense activities for the performance of functional responsibilities related to contracting. The HCA or designee shall submit copies of formal agreements to SAF/AQCO.

PART 5308—REQUIRED SOURCES OF SUPPLIES AND SERVICES

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